



Skillsbank User Manual

CONTENT

ENDUSER	3
1. <i>How to enter Skillsbank</i>	3
2. <i>How to change language and personal details</i>	4
3. <i>How to add education/courses and work experience into Skillsbank</i>	4
4. <i>How to get an overview of the qualifications units in Skillsbank.....</i>	5
5. <i>How to see offered courses linked to your qualification.....</i>	5
6. <i>How to upload documents.....</i>	6
7. <i>How Recognition of Prior Learning (RPL) assessment is done in Skillsbank.....</i>	7
8. <i>How to get an overview of RPL Assessment</i>	8
9. <i>How to see the qualification matrixes displayed.....</i>	8
MENTOR	9
10. <i>How to enter Skillsbank</i>	10
11. <i>How to change language and personal details in Skillsbank</i>	10
12. <i>How to see education/courses and work experience of the Users</i>	11
13. <i>How to see courses registered</i>	11
14. <i>How to get an overview of User's details</i>	12
15. <i>How to get an overview of the qualifications units in Skillsbank.....</i>	12
16. <i>How to see documents uploaded by Users.....</i>	13
17. <i>How to see the qualification matrixes displayed.....</i>	13
ASSESSOR.....	15
18. <i>How to enter Skillsbank</i>	15
19. <i>How to change language and personal details.....</i>	15
20. <i>How to get an overview of the qualifications units in Skillsbank.....</i>	16
21. <i>How to make a Recognition of Prior Learning (RPL) assessment of a User.....</i>	16

22.	<i>How to get an overview of RPL Assessment</i>	<i>17</i>
COMPETENT BODY		18
23.	<i>How to enter Skillsbank</i>	<i>18</i>
24.	<i>How to change language and the login details of the organisation.....</i>	<i>19</i>
25.	<i>How to add new qualifications.....</i>	<i>20</i>
26.	<i>How to register new learning outcomes</i>	<i>21</i>
27.	<i>How to link qualification units to learning outcomes</i>	<i>23</i>
28.	<i>How to register new organisations</i>	<i>24</i>
29.	<i>How to register new Assessors.....</i>	<i>25</i>
30.	<i>How to add Recognition of Prior Learning (RPL) assessment questions.....</i>	<i>25</i>
31.	<i>How to see the qualification matrixes displayed.....</i>	<i>26</i>
32.	<i>How to translate qualifications in Skillsbank</i>	<i>27</i>
33.	<i>How to translate learning outcomes in Skillsbank.....</i>	<i>28</i>
INSTITUTION.....		30
34.	<i>How to enter Skillsbank</i>	<i>30</i>
35.	<i>How to change language and the login details of the organisation.....</i>	<i>31</i>
36.	<i>How to register courses you are offering into Skillsbank</i>	<i>31</i>
37.	<i>How to register new Mentors into Skillsbank</i>	<i>32</i>
38.	<i>How to register new Users into Skillsbank</i>	<i>33</i>
39.	<i>How to get an overview of RPL Assessment</i>	<i>33</i>
40.	<i>How to see the qualification matrixes displayed.....</i>	<i>33</i>
COURSE PROVIDER.....		35
41.	<i>How to enter Skillsbank</i>	<i>35</i>
42.	<i>How to change language and the login details of the organisation.....</i>	<i>36</i>
43.	<i>How to get an overview of the qualifications units in Skillsbank.....</i>	<i>36</i>
44.	<i>How to register courses you are offering into Skillsbank.....</i>	<i>37</i>

ENDUSER

Dear User, welcome to Skillsbank!

1. How to enter Skillsbank

The image shows the Skillsbank login interface. It has a blue header with the word 'Login' in white. Below the header are two white input fields: the first is for the login ID, marked with a person icon, and the second is for the password, marked with a key icon. Below these fields is a large orange button with a white plus icon and the text 'Skillsbank Login'. To the left of the button is a link that says 'My password is lost!'. On the right side of the login area, there is a graphic of several white 3D figures standing on a blue puzzle piece that has the word 'SKILLSbank' on it. The background of the entire page is blue.

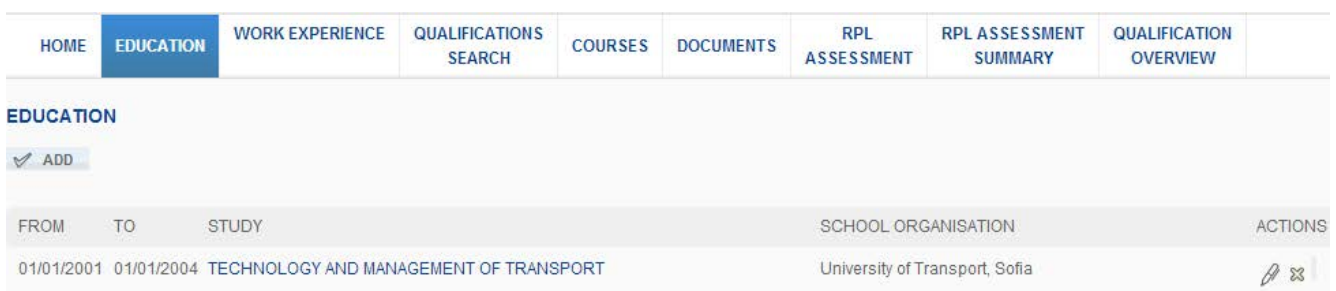
- Login screen:
 - In order to access the database, you must have been given a login ID and password by the school, organisation or training centre you belong to.
 - If you were given access, but you have lost your password, click 'my password is lost!' fill in your email address, click the send button, and a new password is sent to you. When receiving a login, enter login and password, and click 'Skillsbank login.'

2. How to change language and personal details



- Home screen:
 - On the home screen along the top, all the main functions of Skillsbank displayed. There is an option to change the language of your preference of the interface in the top right hand corner. Select your language in the drop down menu.
 - If you click on your own name beside the log out button in the top right hand corner, you have the option to update your personal details as well as changing your access password. Click 'save' to update information.

3. How to add education/courses and work experience into Skillsbank



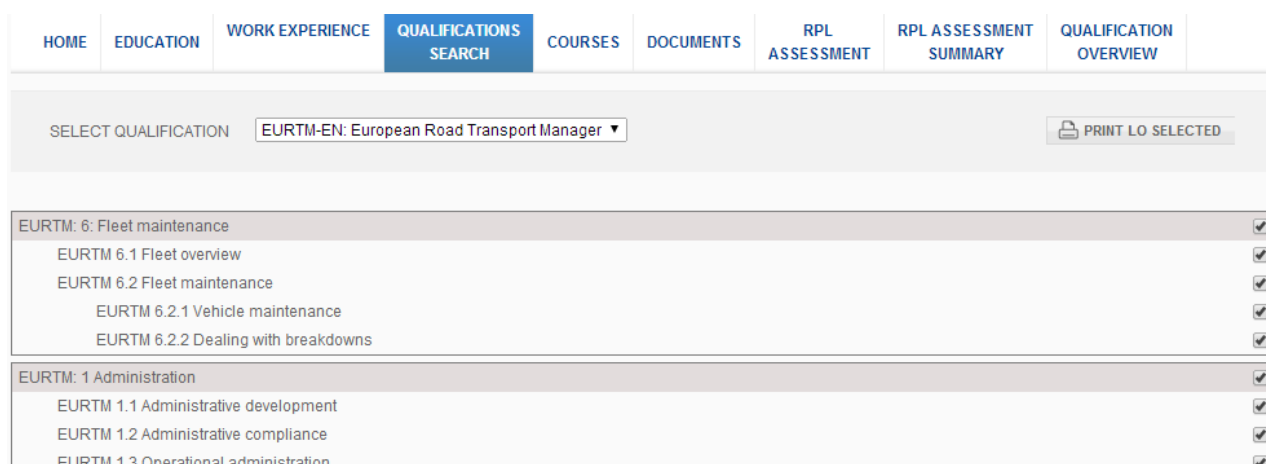
- Education screen:
 - Under the 'education' tab you have the option to add all education and courses you have taken. Click the 'add' button and fill in the dates of the course or study, school or organisation attended, and the title of the course. Click 'add' to save information. If you later want to edit the information you have saved, click the pencil icon and change the information. Furthermore, if you want to delete a whole study or course, click the X icon beside the individual course.
- Work experience screen:
 - The tab 'work experience' gives you the option to add all work experience and certificates you have accumulated so far. This is done by the same principles as under the education tab.



➤ Home screen:

- o There is a short cut for building your CV in Skillsbank. If you have a LinkedIn profile, there is an option to click the 'import LinkedIn' button on the home screen and all your education and work experience already saved in your LinkedIn profile will be displayed in Skillsbank. You can do this instead of filling in everything manually.

4. How to get an overview of the qualifications units in Skillsbank



➤ Qualifications search screen:

- o The 'qualifications search' tab gives you the option to get an overview of the content of the qualification of your interest. Tick the dropdown menu and click on the wanted qualification. Then you will get a complete list of all the units in the qualification. Furthermore there is an option to print the whole content by clicking on the 'print LO selected' button. All the learning outcomes that are ticked off will be printed.

5. How to see offered courses linked to your qualification

HOME	EDUCATION	WORK EXPERIENCE	QUALIFICATIONS SEARCH	COURSES	DOCUMENTS	RPL ASSESSMENT
------	-----------	-----------------	-----------------------	---------	-----------	----------------

SELECT QUALIFICATIONS
ProfDRV: Professional Driver (freigh ▼
SEARCH

- Courses screen:
 - o Under the next tab, courses registered by a course provider are listed. The courses are linked to the qualification of your interest. Search for the specific qualification in the drop down menu, click 'search', and the courses offered will be listed. Click on the arrow icon to view the content. Not all qualifications are currently prepared with courses linked to them. When necessary, check your national or sectoral directories of providers and training opportunities.

6. How to upload documents

- Documents screen:

HOME	EDUCATION	WORK EXPERIENCE	QUALIFICATIONS SEARCH	COURSES	DOCUMENTS	RPL ASSESSMENT	RPL ASSESSMENT SUMMARY	QUALIFICATION OVERVIEW
DATECREATED		DOCUMENTS			DESCRIPTION			ACTIONS
12/02/2014		Certificate H.Simonsen .pdf			Certificate 2008			 
 UPLOAD								

- o The documents tab provides for the option to upload documents of your choice. Examples of documents would be supporting material to your education and work experience. Click the button 'upload,' select the wanted file already saved on your computer and click 'save.' Keep in mind that your mentor will be able to see the documents you have uploaded.

7. How Recognition of Prior Learning (RPL) assessment is done in Skillsbank

HOME EDUCATION WORK EXPERIENCE QUALIFICATIONS SEARCH COURSES DOCUMENTS RPL ASSESSMENT RPL ASSESSMENT SUMMARY QUALIFICATION OVERVIEW

SELECT QUALIFICATIONS EURTM-EN: European Road Tr...

SELECT QUALIFICATION UNIT EURTM-ENM Unit 2: Business ...

COMPLETION

EURTM: 2 Business management

EURTM 2.1 Business environment

Able to explain the business environment in which the organisation operates and the aspects of civil law that apply in that business environment including customs and revenue

EURTM 2.1.1 Business development

Able to explain how to develop effective working relationships with colleagues and stakeholders

EURTM 2.2: Business understanding

Able to explain how to analyse the organisations' business and financial reports related to road transport management

EURTM 2.3 Environmental responsibility

Able to explain the organisation's policies and procedures for a safe working environment and for maintaining social and environmental responsibility

CHECK ASSESSMENTS SAVE ASSESSMENT

➤ RPL Assessment screen:

- o The RPL Assessment tab provides for the option for self-assessment of your current qualifications. Not all qualifications are currently prepared with questions for self-assessment, but the learning outcome description will give a good indication of what matters. If you need further explanatory information on what RPL Assessments are, then you might consider taking a look at our introduction material.
- o To use this tab, select your qualification of interest in the first menu, and select the wanted qualifications unit in the next menu. You are then shown a list of all assessment questions to the particular unit. To do the self-assessment consider your own competence according to each question and evaluate yourself. The colour red tick box means that you do not have any knowledge of the field, and green tick box means you are an expert in the field. Tick off either box you feel describes your level of competence.
- o The 'check assessments' button ensures you to fill in the whole assessment. The fields that turn yellow are fields that are not filled in yet. When you are finished, click the 'save assessment' button. After this, you cannot edit your self-assessment anymore. When saved, your assessor can see your self-assessment scores, however not before he or she has finished the RPL assessment of you.
- o Remember to go through every qualification unit to do the whole assessment. You find them in the select qualification drop down menu.

8. How to get an overview of RPL Assessment

HOME	EDUCATION	WORK EXPERIENCE	QUALIFICATIONS SEARCH	COURSES	DOCUMENTS	RPL ASSESSMENT	RPL ASSESSMENT SUMMARY	QUALIFICATION OVERVIEW
SELECT QUALIFICATIONS EURTM-EN: European Road Tr... ▼								
HANNE SIMONSEN							SELF ASSESSMENT	ASSESSOR
EURTM-ENM UNIT 3: PLANNING AND COORDINATION							2	2
EURTM: 3 Planning and coordination								
EURTM 3.1 Understand the environment in which road transport management takes place								
Able to explain how to undertake project management							2	2
EURTM 3.2 Target setting								
Able to explain how to effect the most cost effective modes of transport							0	1
Able to explain workforce planning and the allocation of work to colleagues							2	2

- RPL Assessment summary screen:
- The RPL Assessment summary tab provides for the option to see your assessor's evaluation of you, compared to your self-assessment. Click the menu and find your qualification. Your name will be listed with the self-assessment score, and the score of the assessor. Click on the individual units to see the details of the assessment of every learning outcome.

9. How to see the qualification matrixes displayed

- Qualifications overview screen:

HOME
EDUCATION
WORK EXPERIENCE
QUALIFICATIONS SEARCH
COURSES
DOCUMENTS
RPL ASSESSMENT
RPL ASSESSMENT SUMMARY
QUALIFICATION OVERVIEW

SELECT QUALIFICATIONS
EURTM-EN: European Road Transp
SEARCH

QUALIFICATION UNITS

ID	CODE	TITLE	ACTION
197	EURTM-ENM Unit 1	EURTM-ENM Unit 1: Administration	

CODE	EURTM-ENM Unit 1										
QUALIFICATION TITLE	EURTM-EN: European Road Transport Manager										
UNIT TITLE	EURTM-ENM Unit 1: Administration										
ACRONYM	EURTM-ENM Unit 1: Administration										
POINTS CREDITS	ECVET POINTS	ECTS CREDITS	SQF LEVEL	REVISION DATE	REVISION NUMBER						
	0	0	5	07/07/2013	1						
ECVET POINTS RELATIVE WEIGHT											
AT	BE	BG	CZ	DE	ES	FR	IT	NO	PL	PT	UK
0				0		0		0	0		0
LEARNING OUTCOMES		DESCRIPTION									
		COMPETENCE			KNOWLEDGE			SKILLS			

- o The qualification overview tab gives you the option to display the whole matrix of the qualifications you are interested in. Select your qualification in the menu, and all the qualification units are displayed. On the right hand side of every unit, you have the option to click on the arrow icon, which then shows you the qualification matrix of the particular unit. In the matrix you can see how learning outcomes are divided into competence, knowledge and skills. For more information on how a qualification matrix is structured, I recommend you to take a look at our introduction materials.

MENTOR

Dear Mentor, welcome to Skillsbank!

The image shows the Skillsbank login interface. It has a blue header with the word 'Login' in white. Below the header are two white input fields: the first for a username (with a person icon) and the second for a password (with a key icon). Below these fields is a large orange button with a white plus icon and the text 'Skillsbank Login'. Underneath the button is a link that says 'My password is lost!'. The background of the login area features a blue puzzle with the word 'SKILLSbank' and several small white figures.

10. How to enter Skillsbank

- Login screen:
 - In order to access the database, you must have been given a login ID and password by the institution you belong to.
 - If you were given access, but you have lost your password, click 'my password is lost!' fill in your email address, click the send button, and a new password is sent to you. When receiving a login, enter login and password, and click 'Skillsbank login.'

11. How to change language and personal details in Skillsbank



- Home screen:
 - On the home screen along the top, you see all the main functions of Skillsbank displayed. There is an option to change the language of your preference of the interface in the top right hand corner.
 - If you click on your own name beside the log out button in the top right hand corner, you have the option to update your personal details as well as changing your access password.

12. How to see education/courses and work experience of the Users

HOME	EDUCATION	WORK EXPERIENCE	COURSES	USERS	QUALIFICATIONS SEARCH	DOCUMENTS	QUALIFICATION OVERVIEW
------	------------------	-----------------	---------	-------	-----------------------	-----------	------------------------

SELECT END USER:

EDUCATION

FROM	TO	STUDY	SCHOOL ORGANISATION
01/01/2001	01/01/2004	TECHNOLOGY AND MANAGEMENT OF TRANSPORT	University of Transport, Sofia

- Education screen:
 - o Under the 'education' tab you have the option to see all the education and courses your Users have attended. Click in the menu and select the wanted User. You will then be presented for the training that particular User has saved into Skillsbank.
- Work experience screen:
 - o The 'work experience' tab is built up by the same principles as the latter tab. You select the wanted User in the menu, and you will be presented to the work experience of the particular User. You will only be able to read it, not edit it.

13. How to see courses registered

HOME	EDUCATION	WORK EXPERIENCE	COURSES	USERS	QUALIFICATIONS SEARCH	DOCUMENTS	QUALIFICATION OVERVIEW
------	-----------	-----------------	----------------	-------	-----------------------	-----------	------------------------

SELECT QUALIFICATIONS: SEARCH

TITLE	DATE START	DATE STOP	ACTIONS
Transport management	02/06/2014	29/08/2014	

- Courses screen:
 - o Under the next tab, courses registered by a course provider are listed. The courses are linked to the qualification of your interest. Search for the specific qualification in the menu, click 'search', and the courses offered will be listed. Not all qualifications are currently prepared with courses linked to them. When necessary, check your national or sectoral directories of providers and training opportunities.

14. How to get an overview of User's details

The screenshot shows the 'USERS' tab selected in the top navigation bar. Below the navigation bar, there is a 'SELECT END USER' dropdown menu with 'Hanne' selected. The main content area displays the details for 'END USER Hanne Simonsen'. The details are organized into two columns. The left column contains: 'GENDER' with radio buttons for 'MALE' and 'FEMALE' (FEMALE is selected), 'LAST NAME' with the value 'Simonsen', 'FIRST NAME' with the value 'Hanne', and 'EMAIL' with the value 'hanne@trainingcentre.com'. The right column contains: 'ADDRESS' with the value 'xx', 'POSTAL CODE' with the value 'xx', and 'CITY' with the value 'Oslo'.

➤ Users screen:

- o The Users tab gives you the option to get an overview of the users you are mentoring, and you can see the personal details of the Users. Click in the menu and select wanted user and the personal information will be displayed.

15. How to get an overview of the qualifications units in Skillsbank

The screenshot shows the 'QUALIFICATIONS SEARCH' tab selected in the top navigation bar. Below the navigation bar, there is a 'SELECT QUALIFICATION' dropdown menu with 'EURLM-EN: European Road Transport Manager' selected. To the right of the dropdown is a 'PRINT LO SELECTED' button. The main content area displays a list of units for the selected qualification. The units are grouped into two main sections: 'EURLM: 6: Fleet maintenance' and 'EURLM: 1 Administration'. Each unit has a checkbox to its right, all of which are checked.

Unit	Selected
EURLM: 6: Fleet maintenance	☒
EURLM 6.1 Fleet overview	☒
EURLM 6.2 Fleet maintenance	☒
EURLM 6.2.1 Vehicle maintenance	☒
EURLM 6.2.2 Dealing with breakdowns	☒
EURLM: 1 Administration	☒
EURLM 1.1 Administrative development	☒
EURLM 1.2 Administrative compliance	☒
EURLM 1.3 Operational administration	☒
EURLM 1.3.1 Work tasks	☒

➤ Qualifications search screen:

- o The qualifications search tab gives you the option to get an overview of the content of the qualification of your interest. Tick the dropdown menu and click on the wanted qualification. Then you will get a complete list of all the units in the qualification. Furthermore there is an option to print the whole content by clicking on the 'print LO selected' button. All the learning outcomes that are ticked off will be printed.

16. How to see documents uploaded by Users

HOME	EDUCATION	WORK EXPERIENCE	COURSES	USERS	QUALIFICATIONS SEARCH	DOCUMENTS	QUALIFICATION OVERVIEW
SELECT END USER Hanne							
DATECREATED	DOCUMENTS	DESCRIPTION					
12/02/2014	Certificate H.Simonsen .pdf	Certificate 2008					

➤ Documents screen:

- o The documents tab gives you the option to look at the documents each User you are mentoring has uploaded. Select the user searched for in the menu, and the documents will be listed.

17. How to see the qualification matrixes displayed

HOME

EDUCATION

WORK EXPERIENCE

COURSES

USERS

QUALIFICATIONS SEARCH

DOCUMENTS

QUALIFICATION OVERVIEW

SELECT QUALIFICATIONS

EURTM-EN: European Road Transp ▼

SEARCH

QUALIFICATION UNITS

ID

CODE

TITLE

ACT

197

EURTM-ENM Unit 1

EURTM-ENM Unit 1: Administration

CODE		EURTM-ENM Unit 1									
QUALIFICATION TITLE		EURTM-EN: European Road Transport Manager									
UNIT TITLE		EURTM-ENM Unit 1: Administration									
ACRONYM		EURTM-ENM Unit 1: Administration									
POINTS CREDITS		ECVET POINTS		ECTS CREDITS		SQF LEVEL		REVISION DATE		REVISION NUMBER	
		0		0		5		07/07/2013		1	
ECVET POINTS RELATIVE WEIGHT											
AT	BE	BG	CZ	DE	ES	FR	IT	NO	PL	PT	UK
0				0		0		0	0		0
LEARNING OUTCOMES			DESCRIPTION								
			COMPETENCE			KNOWLEDGE			SKILLS		

➤ Qualification overview screen:

- o The qualification overview tab gives you the option to display the whole matrix of the qualifications you are interested in. Select your qualification in the menu, and all the qualification units are displayed. On the right hand side of every unit, you have the option to click on the arrow icon, which then shows you the qualification matrix of the particular unit. In the matrix you can see how learning outcomes are divided into

competence, knowledge and skills. For more information on how a qualification matrix is structured, take a look at our introduction materials.

ASSESSOR

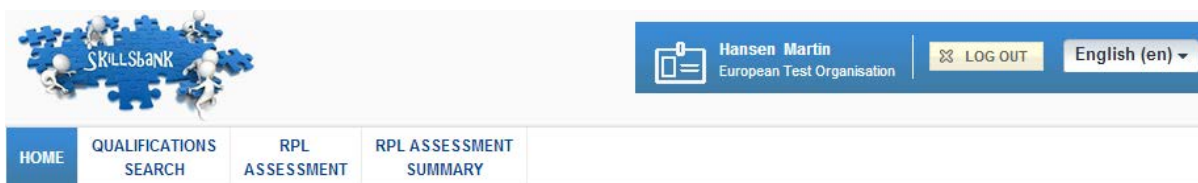
Dear Assessor, welcome to Skillsbank!

18. How to enter Skillsbank

The image shows the Skillsbank login interface. It has a blue header with the word 'Login' in white. Below the header are two white input fields: the first is for a login ID with a person icon, and the second is for a password with a key icon. Below these fields is a large orange button with a white plus icon and the text 'Skillsbank Login'. To the left of the button is a link that says 'My password is lost!'. To the right of the button is a graphic of blue puzzle pieces with the word 'SKILLSbank' in white, and several small white figures are standing on the puzzle pieces.

- Login screen:
 - In order to access the database, you must have been given a login ID and password by the competent body you are assigned to.
 - If you were given access, but you have lost your password, click 'my password is lost!' fill in your email address, click the send button, and a new password is sent to you. When receiving a login, enter login and password, and click 'Skillsbank login.'

19. How to change language and personal details

The image shows the Skillsbank home screen. At the top left is the Skillsbank logo, which consists of blue puzzle pieces with the word 'SKILLSbank' in white. To the right of the logo is a blue header bar. In the header bar, there is a user profile icon and the text 'Hansen Martin' and 'European Test Organisation'. To the right of the user profile is a yellow button with a lock icon and the text 'LOG OUT'. To the right of the 'LOG OUT' button is a dropdown menu with the text 'English (en)' and a downward arrow. Below the header bar is a navigation bar with four buttons: 'HOME', 'QUALIFICATIONS SEARCH', 'RPL ASSESSMENT', and 'RPL ASSESSMENT SUMMARY'. The 'HOME' button is highlighted in blue.

- Home screen:
 - On the home screen along the top, you see all the main functions of Skillsbank displayed. There is an option to change the language of your preference of the interface in the top right hand corner.
 - If you click on your own name beside the log out button in the top right hand corner, you have the option to update your personal details as well as changing your access password

20. How to get an overview of the qualifications units in Skillsbank

Qualification Unit	Selected
EURTM: 6: Fleet maintenance	☒
EURTM 6.1 Fleet overview	☒
EURTM 6.2 Fleet maintenance	☒
EURTM 6.2.1 Vehicle maintenance	☒
EURTM 6.2.2 Dealing with breakdowns	☒
EURTM: 1 Administration	☒
EURTM 1.1 Administrative development	☒
EURTM 1.2 Administrative compliance	☒
EURTM 1.3 Operational administration	☒
EURTM 1.3.1 Work tasks	☒

➤ Qualification search screen:

- o The qualifications search tab gives you the option to get an overview of the content of the qualification of your interest. Tick the dropdown menu and click on the wanted qualification. Then you will get a complete list of all the units in the qualification. Furthermore there is an option to print the whole content by clicking on the 'print LO selected' button. All the learning outcomes that are ticked off will be printed.

21. How to make a Recognition of Prior Learning (RPL) assessment of a User

➤ RPL Assessment screen:

Assessment Unit	Completed	Total
EURTM: 3 Planning and coordination	2	0
EURTM 3.1 Understand the environment in which road transport management takes place	2	0
EURTM 3.2 Target setting	2	0
EURTM 3.3 Able to explain how to effect the most cost effective modes of transport	2	0
EURTM 3.4 Able to explain workforce planning and the allocation of work to colleagues	2	0

- o The RPL Assessment tab gives the option to assess the competences of Users assigned to you in Skillsbank. If you need further explanatory information on what RPL Assessments are, then you might consider watching our introduction materials on Skillsbank.
- o To use this tab select the organisation you are assigned to in the first menu, then select User, then the qualification of interest, and finally select the wanted qualifications unit in the last menu. You are then shown a list of all assessment questions to the particular unit. To do the assessment consider the competence of the User according to each question and evaluate him or her. The colour red tick box means that the User does not have any knowledge of the field, and green tick box means he or she is an expert in the field. Tick off either box you feel depicts the User's level of competence.
- o The 'check assessments' button ensures you to fill in the whole assessment. The fields that turn yellow are fields that are not filled in yet. When you are finished, click the 'save assessment' button. When you have done this, there are no options to edit your assessment anymore. When saved, the User assessed can see your assessment scores, however not before he or she has finished their own RPL self-assessment.
- o Furthermore, remember to go through every qualification unit to do the whole assessment. You find them in the select qualification unit menu.

22. How to get an overview of RPL Assessment

HOME	QUALIFICATIONS SEARCH	RPL ASSESSMENT	RPL ASSESSMENT SUMMARY		
SELECT QUALIFICATIONS		EURTM-EN: European Road Tr... ▼			
USER NAME	ORGANISATION		TOTAL SCORE	SELF ASSESSMENT	ASSESSOR
Hanne Simonsen	Training Centre for Electrical Engineering Oslo		33,85	2	1

➤ RPL Assessment summary screen:

- o The RPL Assessment summary tab provides for the option to see the self-assessment of the Users, compared to the assessment you have done of the Users. Click the menu and find the relevant qualification. The names of the Users evaluated will be listed with their own self-assessment score, and your score of them as assessor. Click on the individual names to see the details of the assessment for every learning outcome. The score is an average of each unit.

COMPETENT BODY

Dear user with access as a Competent Body, welcome to Skillsbank!

23. How to enter Skillsbank

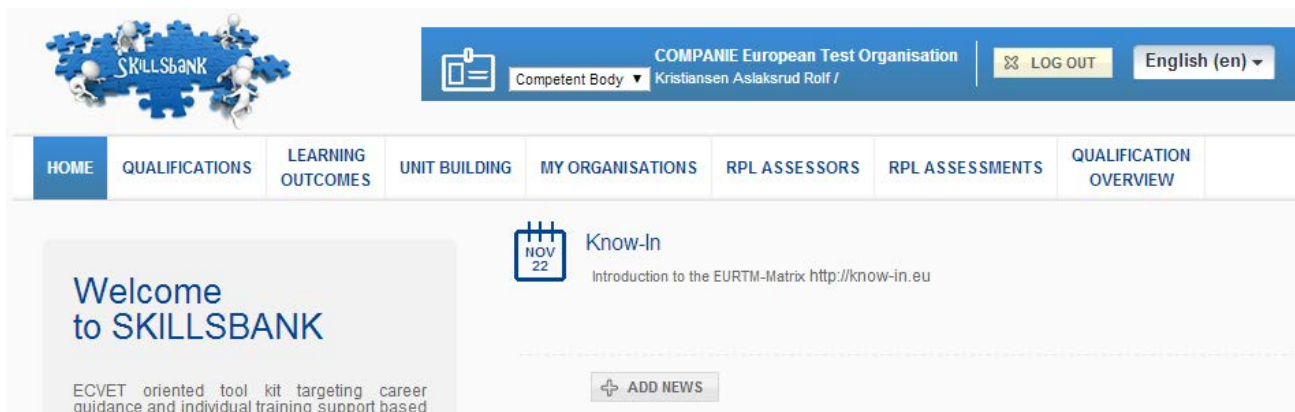
The image shows the Skillsbank login interface. It has a blue header with the word 'Login' in white. Below the header are two white input fields: the first for a username (with a person icon) and the second for a password (with a key icon). Below these fields is an orange button with a right-pointing arrow and the text 'Skillsbank Login'. To the left of the button is a link that says 'My password is lost!'. To the right of the button is a graphic of several white figures standing on blue puzzle pieces, with the word 'SKILLSbank' written in white on one of the pieces.

- Login screen:
 - In order to access the database, you must have been given a login ID and password by the system administrator.
 - If you were given access, but you have lost your password, click 'my password is lost!' fill in your email address, click the send button, and a new password is sent to you. When receiving a login, enter login and password, and click 'Skillsbank login.'

The image shows the 'CHOOSE YOUR CONNECTION' screen. It has a blue header with the text 'CHOOSE YOUR CONNECTION' in white. Below the header are three orange buttons, each with a right-pointing arrow and white text: 'Log in as a competent body', 'Log in as an institution', and 'Log in as a course provider'.

- o If you are given access by having several roles into the system, you will be asked to choose your connection at this stage. It is possible to have three roles at the same time in Skillsbank: competent body, institution and course provider. For more information I recommend you to take a look at our introduction material.

24. How to change language and the login details of the organisation



- Home screen:
 - o On the home screen along the top, you see the main functions of Skillsbank displayed. There is an option to change the language of your preference of the interface in the top right hand corner.
 - o If you click on your organisation's name beside the log out button, you have the option to update your personal details and of the organisation you are representing as well as changing your access password. When you log in for the first time, make sure the information about your organisation and the organisation specifications in the drop down menus are correct.
 - o Furthermore, you have the option to add new contact persons by clicking the 'add contact person,' fill in the information of the new contact person and click save. You can use the pencil icon to look at and edit the information of a contact person. Use the X icon to delete persons, however make sure there is always a contact person with login details in the system, otherwise you have blocked yourself out of Skillsbank. Furthermore, in the case of more than one contact person, keep in mind that all of them have the same rights in the system. Click 'save and close' to save your updates.
 - o Continuing, in case you have several roles in Skillsbank, you can navigate between the roles by selecting the wanted role in the dropdown menu beside your name.
 - o On the home screen you are given the option to add news to the wall which all persons using Skillsbank under your organisation will see on their home screen. Click the 'add news' button and fill in the news you want to publish, and click 'save.'

25. How to add new qualifications

HOME	QUALIFICATIONS	LEARNING OUTCOMES	UNIT BUILDING	MY ORGANISATIONS	RPL ASSESSORS	RPL ASSESSMENTS	QUALIFICATION OVERVIEW
SEARCH							
TITLE	REVISION DATE	TOTAL ECVET POINTS	EQF LEVEL	ACTIONS	TRANSLATE		
EURTM-EN: European Road Transport Manager	07/07/2013	0	5		BG DE EN ES FR IT NO PL		
IC50P: Innovative Coaching 50 Plus	17/10/2013	0	0		BG DE EN ES FR IT NO PL		
ProfDRV: Professional Driver (freight transport)	24/08/2012	0			BG DE EN ES FR IT NO PL		
SME Master Plus - Master Floristry Craftsperson	05/02/2014	0	6		BG DE EN ES FR IT NO PL		
ADD NEW QUALIFICATIONS ADD NEW ORGANISATION							

➤ Qualifications screen:

- The qualification tab is the option to add new qualifications. It is important to notice that qualifications and qualifications units and learning outcomes are registered separately and afterwards linked together.
- You can search for already registered qualifications in the search box, and look at them or editing them by clicking on the pencil icon on the right side of the qualification. You will however only be presented with qualifications, you or your organisation have added into Skillsbank.
- The grey boxes presented on the right hand side are translation options of the qualifications, however this is such a big topic this is explained in our translation materials.
- Therefore, to add new qualifications click the 'add new qualifications' button. This interface is very complex. Fill in the title of the qualification and fill in a suitable acronym. The acronym should be easy to recognise in order to keep Skillsbank tidy and lucid. You need to fill in the revision date and the revision number as well. All other fields are not mandatory.
- In the bottom text box, you can fill in the main bullet points of what this qualification is about. Then click 'save and next page' and you will be directed to the page where you add qualification units to the qualification. Click at the 'add new qualification units' button. I recommend you to fill in a sensible title which very consistently describes the content of the qualification and an acronym that clearly depicts the unit. Remember to save the unit. Continue adding new units to the qualification until it is complete.

HOME QUALIFICATIONS LEARNING OUTCOMES UNIT BUILDING MY ORGANISATIONS RPL ASSESSORS RPL ASSESSMENTS QUALIFICATION OVERVIEW

← BACK

QUALIFICATION QUALIFICATION UNITS

TITLE ISCED GROUP

ACRONYM EXPIRED ☐

TOTAL ECVET POINTS ECTS CREDITS EQF LEVEL REVISION DATE REVISION NUMBER

NQF LEVEL

AUSTRIA BELGIUM BULGARIA CZECH REPUBLIC GERMANY SPAIN FRANCE ITALY NORWAY POLAND PORTUGAL SLOVENIA UK

REFERENCES

ISCO REF:

ESCO

OCCUPATIONS:

ESCO Skills

26. How to register new learning outcomes

➤ Learning outcomes screen:

HOME QUALIFICATIONS LEARNING OUTCOMES UNIT BUILDING MY ORGANISATIONS RPL ASSESSORS RPL ASSESSMENTS QUALIFICATION OVERVIEW

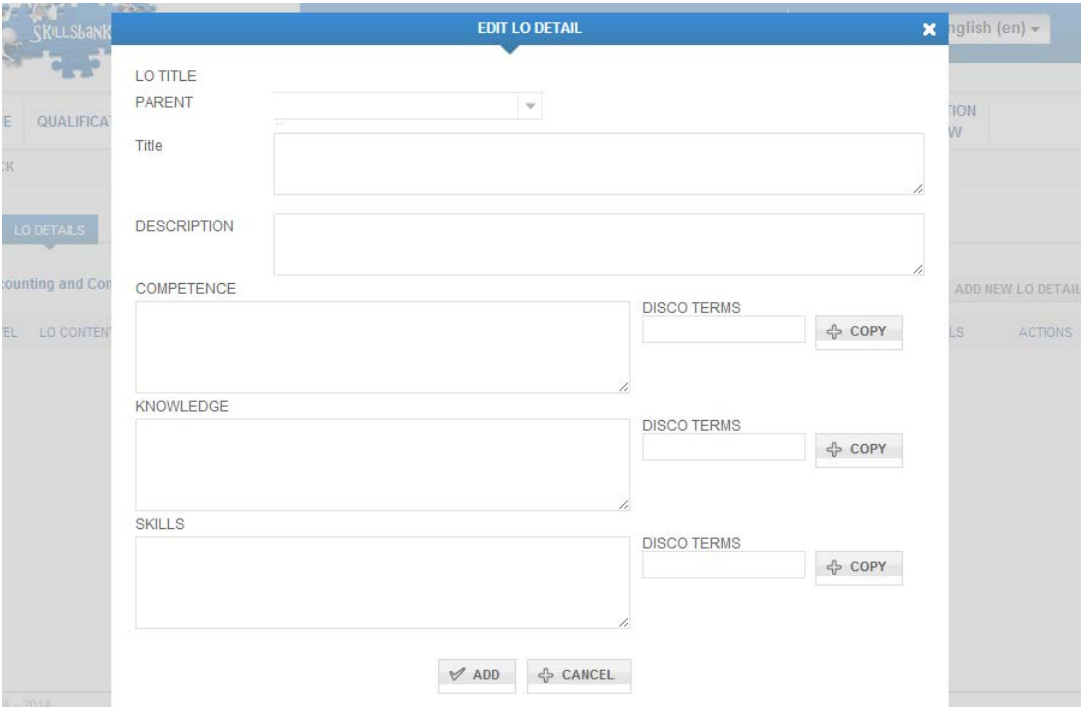
SELECT LO ☐ Display only own LO's SEARCH

ID LO	TITLE	ACTIONS	TRANSLATE
4	S/he is able to draw up a cost estimate, calculate contribution margins and balance outcomes economically.		BG DE EN ES FR IT NO PL

- The second stage in adding qualifications, is to add learning outcomes under the 'learning outcomes' tab. The list of learning outcomes you are presented for, are however not only your own registered learning outcomes, but all learning outcomes ever registered in Skillsbank's database. You can view learning outcomes that are not yours by clicking on the pencil icon, however you are not allowed to edit or delete the learning outcome.
- In most situations you will however only need your own registered learning outcomes. Tick the 'display only own LO's' box. Then the list in the dropdown menu will be reduced to display only your own learning outcomes, then click search.
- To add new learning outcomes click the 'add new LO' button. Fill in the title of the learning outcome. This should be the same title as the corresponding qualifications unit, however without the acronym before. This is because Skillsbank is a database, thus the qualifications pick suitable learning outcomes from the database of learning outcomes. As learning outcomes not necessarily only correspond with one qualification, but possibly with several, the title of the learning outcomes should be

qualification neutral and just describe what the learning outcome is about. Click ‘save and next page.’

- o You will then be directed to the page where you can add learning outcomes. Click on the ‘add new LO details’ and the window where the content of the LO will be filled in. Learning outcomes can be registered on different levels. On the first registering the learning outcome will always be in the top level. On the next entry, you can choose to enter it as well on the first level, or as a sub-learning outcome of the first entry. In the first drop down menu there is the option to level the learning outcomes. Therefore, in the title box I recommend you to use numbering to indicate which level the learning outcome belongs to. For more information on levelling learning outcomes, take a look at our introduction material.



SKILLSBANK

EDIT LO DETAIL

LO TITLE

PARENT

Title

DESCRIPTION

COMPETENCE

KNOWLEDGE

SKILLS

DISCO TERMS

+ COPY

DISCO TERMS

+ COPY

DISCO TERMS

+ COPY

ADD

CANCEL

english (en)

- Furthermore, when the qualification matrix and its learning outcomes are structured by only description, fill in the description box. However when the learning outcomes are split into competence, knowledge and skills, fill in relevant text in those boxes. Click 'add' and the learning outcome is saved to the database. Continue to add learning outcomes to the unit until it is complete.

27. How to link qualification units to learning outcomes

- Unit building screen:

0

HOME	QUALIFICATIONS	LEARNING OUTCOMES	UNIT BUILDING	MY ORGANISATIONS	RPL A
------	----------------	-------------------	----------------------	------------------	-------

← BACK

QUALIFICATION: EURTM-EN: European Road Transport Manager

QUALIFICATION UNIT: EURTM-ENM Unit 1: Administration

ALREADY LINKED QU AND LO

ID	TITLE
123	EURTM: 1 Administration

LINK MORE QU AND LO

☒ Display only own LO's

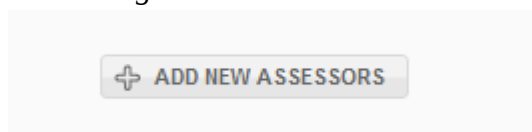
- o The unit building tab finalises the process of entering qualification matrixes into Skillsbank. This is the process of linking qualification units to the learning outcomes.
- o Select your qualification in the dropdown menu. Here you have the option to tick the 'only own LO's' button as well. All the qualification units of that qualification are listed. To link the qualification units with the learning outcomes, click the arrow icon. The next window gives you again the option to tick off for only your own LO's. Select the unit of learning outcome in the drop down menu, and click the 'link' button. You have as well the option to link your qualification unit to units of learning outcomes that are registered by others. They will be listed in the drop down menu if you don't tick of the 'display only own LO's' box. Use the X icon to remove links you have created.

28. How to register new organisations

- My organisations screen:
 - o The my organisations tab gives you the option to add new organisations that will have access to your qualification matrixes. Click the 'add new organisation' button. Fill in all the required information. You have the option to give the new organisation the status as institution or course provider, or both by ticking off the boxes beside the organisation name. Click 'save'

- o Then add a contact person to the organisation by clicking on the ‘add new contact person’ button. Fill in the required information, and click ‘save’. Keep in mind you have to add at least one contact person to an organisation in order to have login access to Skillsbank. Click ‘save and close’ to add it to the system.

29. How to register new Assessors



- RPL Assessors screen:
 - o The RPL Assessors tab provides for the option to register new assessors. To add new RPL assessors click the ‘add new assessors’ button, enter all the relevant information including login details and click ‘save.’ Use the search box to look for a particular assessor and the pencil icon to view or edit information. It is not possible to delete an assessor.

30. How to add Recognition of Prior Learning (RPL) assessment questions

➤ RPL Assessments screen:

- o The RPL Assessments tab gives you the option to enter the assessment questions that are used as self-assessment by the user and assessor. Keep in mind that the qualification matrix must be entered into Skillsbank before the questions can be entered.

- o Select the qualification in the first drop down menu, the unit in the second and the learning outcome in the third drop down menu. The content of the learning outcome will be displayed, with a text field where you can fill in the assessment question. The assessment question refers back to the content of the learning outcome. Click 'save.' To update or delete an already existing question, click on the question itself on the left hand side and change it in the text field. Update or delete by ticking save or delete. You can add as many assessment questions as you want to each learning outcome.
- o Prepare the whole RPL assessment by adding questions to every single learning outcome in the menu.

31. How to see the qualification matrixes displayed

HOME

QUALIFICATIONS

LEARNING OUTCOMES

UNIT BUILDING

MY ORGANISATIONS

RPL ASSESSORS

RPL ASSESSMENTS

QUALIFICATION OVERVIEW

SELECT QUALIFICATIONS

EURTM-EN: European Road Transg ▼

SEARCH

QUALIFICATION UNITS

ID

CODE

TITLE

ACTI

197

EURTM-ENM Unit 1

EURTM-ENM Unit 1: Administration

CODE

EURTM-ENM Unit 1

QUALIFICATION TITLE

EURTM-EN: European Road Transport Manager

UNIT TITLE

EURTM-ENM Unit 1: Administration

ACRONYM

EURTM-ENM Unit 1: Administration

POINTS CREDITS

ECVET POINTS

ECTS CREDITS

SQF LEVEL

REVISION DATE

REVISION NUMBER

0

0

5

07/07/2013

1

ECVET POINTS RELATIVE WEIGHT

AT

BE

BG

CZ

DE

ES

FR

IT

NO

PL

PT

UK

0

0

0

0

0

0

LEARNING OUTCOMES

DESCRIPTION

COMPETENCE

KNOWLEDGE

SKILLS

➤ Qualifications overview screen:

- o The qualification overview tab gives you the option to display the whole matrix of the qualifications you are interested in. Select your qualification in the dropdown menu, and all the qualification units are displayed. On the right hand side of every unit, you have the option to click on the arrow icon, which then shows you the qualification matrix of the particular unit. Qualifications are built up by one or more unit. To every unit, one or more learning outcomes are linked. In the matrix you can see how learning outcomes either are depicted in descriptions or are divided into competence, knowledge and skills with individual numbering which indicates the level of detail of the learning outcomes. They are all linked to the European credit systems and levels.
- o For more information on how a qualification matrix is structured and how they are linked to the different European concepts, take a look at our introduction materials.

TRANSLATION

32. How to translate qualifications in Skillsbank

TITLE	REVISION DATE	TOTAL ECVET POINTS	EQF LEVEL	ACTIONS	TRANSLATE
EURTM-EN: European Road Transport Manager	07/07/2013	0	5	 	BG DE EN ES FR IT NO PL

➤ Qualifications screen:

- o Before starting translating, make sure that the interface language is in the language you want to translate into. You can change the language of the interface by selecting your language of preference in the dropdown menu in the top right hand corner.
- o First of all, the grey boxes on the right hand side of all the already entered qualifications are the buttons that provide for the translation options. Currently Skillsbank comes in eight languages. Click on the abbreviation of your language beside the qualification you want to translate.

Qualification translation to FRENCH

QUALIFICATION
QUALIFICATION UNITS

TITLE

ACRONYM

- o The next window is the page where you fill in the title and the acronym of the qualification in the language you are translating to. Remember that the fields are filled out in the original language firstly, and that you manually have to delete the content of those fields. Then fill in with your language. In the bottom text field you fill in the bullet points of what the qualification is about. Note that you are only allowed to translate the title, acronym and the text field. Click ‘save and next page.’

Qualification translation to FRENCH

QUALIFICATION **QUALIFICATION UNITS**

QUALIFICATION: EURTM-EN: European Road Transport Manager ➕ ADD NEW QUALIFICATION UNITS

CODE	TITLE	EQF LEVEL	ACTIONS
EURTM-ENM Unit 1	EURTM-ENM Unit 1: Administration	5	 
EURTM-ENM Unit 2	EURTM-ENM Unit 2: Gestion des affaires	5	 

- o In the next window, in order to translate the particular units, you click on the pencil icon beside the units, and again you remove the existing text in the text fields, and replace it with the correct translation. Update to save the translation. Repeat this with all individual units.

33. How to translate Learning Outcomes in Skillsbank

- Learning outcomes screen:
- o Same as with entering qualifications, translating them is done separately as well. Therefore, the learning outcomes are translated under the learning outcomes tab. Again make sure the interface is in the right language before you start translating. Select the learning outcome you are looking for in the dropdown menu and click search. You can tick of the ‘display only own LO’s’ button to reduce the list to your own entered learning outcomes. You are only allowed to translate your own learning outcomes.
- o Click on the grey box of your language on the right side of the learning outcome you want to translate, and in the next window you replace the original text with your translation of the learning outcome title. Click ‘save and next page’

EDIT LO DETAIL

LO TITLE PERFORMING PRE-DEPARTURE TASKS

PARENT ▼

Title 2.1 Implementation of departure checks

DESCRIPTION

COMPETENCE

The professional driver implements autonomously and self-dependent regular departure checks on his/ her vehicle/ -combination in order to ensure vehicle, transport and road safety.

DISCO TERMS + COPY

KNOWLEDGE

The professional driver knows:

- the parts of the vehicles that should be checked prior to a departure
- how to conduct the different checks.

DISCO TERMS + COPY

SKILLS

The professional driver can:

- implement a complete departure check on different vehicles and vehicle combinations
- evaluate the checks results and introduce possibly

DISCO TERMS + COPY

+ UPDATE + CANCEL

- o In the following window all the learning outcome details are listed. Click on the pencil icon beside the details and replace the original text in the text fields with your translation. Update to save the translation. Do the same for all the details of the learning outcome. Continue with translating all learning outcomes in the whole qualification to your language.
- o The linking of qualifications is done automatically, as this link is made in the original language. Therefore you do not need to build units after translating them.

INSTITUTION

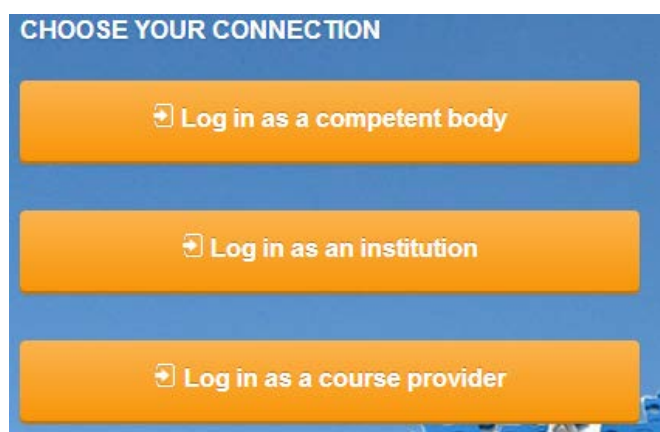
Dear user with access as an Institution, welcome to Skillsbank!

34. How to entre Skillsbank

The image shows the Skillsbank login interface. It has a blue header with the word 'Login' in white. Below the header are two white input fields: the first is for a username (indicated by a person icon) and the second is for a password (indicated by a key icon). Below these fields is an orange button with a white plus icon and the text 'Skillsbank Login'. To the left of the button is a link that says 'My password is lost!'. To the right of the button is a graphic of several blue puzzle pieces with the word 'SKILLSBANK' in white capital letters across them, and several small white figures are standing on the puzzle pieces.

➤ Login screen:

- o In order to access the database, you must have been given a login ID and password by the competent body you are assigned to.
- o If you were given access, but you have lost your password, click 'my password is lost!' fill in your email address, click the send button, and a new password is sent to you. When receiving a login, enter login and password, and click 'Skillsbank login.'

The image shows the 'CHOOSE YOUR CONNECTION' screen. It has a blue header with the text 'CHOOSE YOUR CONNECTION' in white. Below the header are three orange buttons, each with a white plus icon and text: 'Log in as a competent body', 'Log in as an institution', and 'Log in as a course provider'.

- o If you are given access by having several roles into the system, you will be asked to choose your connection at this stage. It is possible to have three roles at the same time in Skillsbank: competent body, institution and course provider. For more information I recommend you to watch our introduction material.

35. How to change language and the login details of the organisation



- Home screen:
 - On the home screen along the top, you see the main functions of Skillsbank displayed. There is an option to change the language of your preference of the interface in the top right hand corner.
 - If you click on your organisations name beside the log out button in the top right hand corner, you have the option to update your personal details as well as changing your access password. When you log in for the first time, make sure the information about your organisation and the organisation specifications in the drop down menus are correct.
 - Furthermore, you have the option to add new contact persons by clicking the 'add contact person,' button and fill in the required information and click save. You can use the pencil icon view and edit the information of a contact person. Use the X icon to delete persons, however make sure there is always a contact person with login details in the system, otherwise you block yourself out of Skillsbank. Furthermore, in the case of more than one contact person, keep in mind that all of them have the same rights in the system. Click 'save and close' to save your updates.
 - Continuing, in case you have several roles in Skillsbank, you can navigate between the roles by selecting the wanted role in the dropdown menu beside your name.

36. How to register courses you are offering into Skillsbank

- Courses screen:
 - The courses tab gives you as course provider the option to add courses that you are offering into Skillsbank. The courses are linked to a particular qualification, so that users of the database can get an overview of courses that are offered, if they need further training to be fully qualified in a new qualification.
 - Therefore, to add courses, click the 'add new courses' button. Fill in all the information required about the courses you are offering. Keep in mind you have to link the course to a qualification. Then click 'save and next page' to specify the modules of the course. You have to fill in all the required fields in order to continue.

- o On the next page, click the ‘add new modules’ button, fill in the required fields, as well as linking the module to a relevant learning outcome. The latter you do by selecting the relevant learning outcome in the LO menu. Click ‘add’ to save the module, and ‘cancel’ if you have changed your mind. Use the ‘save and previous page’ and ‘save and next page’ buttons to navigate within the course.

37. How to register new Mentors into Skillsbank

LAST NAME	FIRST NAME	ACTIONS
Holm	Kristina	

- Mentors screen:
 - o Under the mentors tab you can add new mentors to the system. Click the ‘add new mentors’ button, fill in the asked information and click save. Use the search box to look for a particular mentor and the pencil icon to view or edit information. It is not possible to delete a mentor.

38. How to register new Users into Skillsbank

 ADD NEW END USERS

- Users screen:
 - o As an institution you have the option to add users to Skillsbank. Click the ‘add new end users’ button, and fill in the information. Here it must be mentioned that all users have to be linked up with a mentor and an assessor. Click on the drop down menus in the bottom right hand corner and select from the list in the menu. Click ‘save’ and you have added a user with access as learner in the system.

39. How to get an overview of RPL Assessment

HOME	COURSES	MENTORS	USERS	RPL ASSESSMENT SUMMARY	QUALIFICATION OVERVIEW
SELECT QUALIFICATIONS					
EURTM-EN: European Road Tr...					
USER NAME	ASSESSOR NAME	TOTAL SCORE	SELF ASSESSMENT	ASSESSOR	
Hanne Simonsen	Martin Hansen	42,31	2	1	

- RPL Assessment summary screen:
 - o The RPL Assessment summary tab provides for the option to see the score of the User’s self-assessment compared to the assessor’s evaluation of the User. Click the drop menu and select qualification and the list of assessments will be displayed. Click on the individual names to see the details of the assessment of every qualification unit.

40. How to see the qualification matrixes displayed

- Qualifications overview screen:

HOME

COURSES

MENTORS

USERS

RPL ASSESSMENT SUMMARY

QUALIFICATION OVERVIEW

SELECT QUALIFICATIONS
EURTM-EN: European Road Transp
SEARCH

QUALIFICATION UNITS

ID	CODE	TITLE	ACTIONS
197	EURTM-ENM Unit 1	EURTM-ENM Unit 1: Administration	

CODE	EURTM-ENM Unit 1										
QUALIFICATION TITLE	EURTM-EN: European Road Transport Manager										
UNIT TITLE	EURTM-ENM Unit 1: Administration										
ACRONYM	EURTM-ENM Unit 1: Administration										
POINTS CREDITS	ECVET POINTS	ECTS CREDITS	SQF LEVEL	REVISION DATE	REVISION NUMBER						
	0	0	5	07/07/2013	1						
ECVET POINTS RELATIVE WEIGHT											
AT	BE	BG	CZ	DE	ES	FR	IT	NO	PL	PT	UK
0				0		0		0	0		0
LEARNING OUTCOMES	DESCRIPTION										
	COMPETENCE		KNOWLEDGE		SKILLS						
EURTM: 1 Administration											
EURTM 1.1 Administrative development	Info-Kit: 2.5, 4.5, 6.2 http://know-in.eu/Info%20Kit%20/Info%20Toolkit%20%20UK.pdf										
	S/he is able to evaluate the		To know the main legislative /		Is able to follow all legislative and						

- The qualification overview tab gives you the option to display the whole matrix of the qualifications you are interested in. Select your qualification in the menu, and all the qualification units are displayed. On the right hand side of every unit, you have the option to click on the arrow icon, which then shows you the qualification matrix of the particular unit. In the matrix you can see how learning outcomes are divided into competence, knowledge and skills. For more information on how a qualification matrix is structured, take a look at our introduction material.

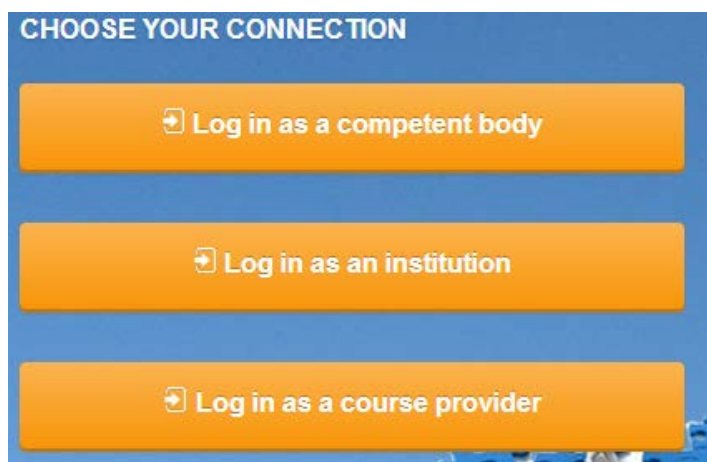
COURSE PROVIDER

Dear user with an access as a Course Provider, welcome to Skillsbank!

41. How to enter Skillsbank

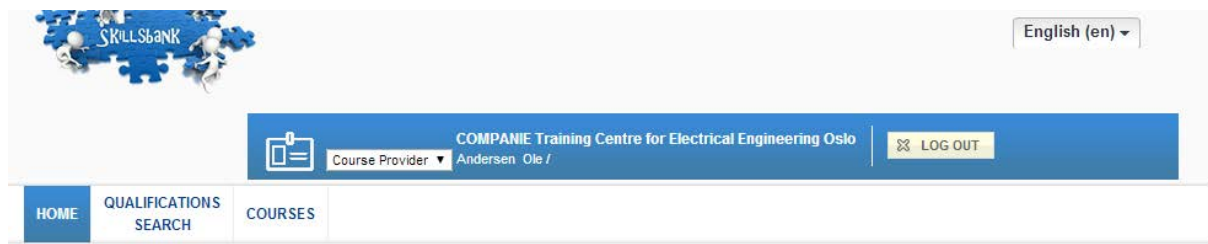
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- Login screen:
- In order to access the database, you must have been given a login ID and password by the competent body you are assigned to.
- If you were given access, but you have lost your password, click 'my password is lost!' fill in your email address, click the send button, and a new password is sent to you. When receiving a login, enter login and password, and click 'Skillsbank login.'

The image shows the 'CHOOSE YOUR CONNECTION' screen. It has a blue header with the text 'CHOOSE YOUR CONNECTION' in white. Below the header are three orange buttons, each with a white plus icon and text: 'Log in as a competent body', 'Log in as an institution', and 'Log in as a course provider'.

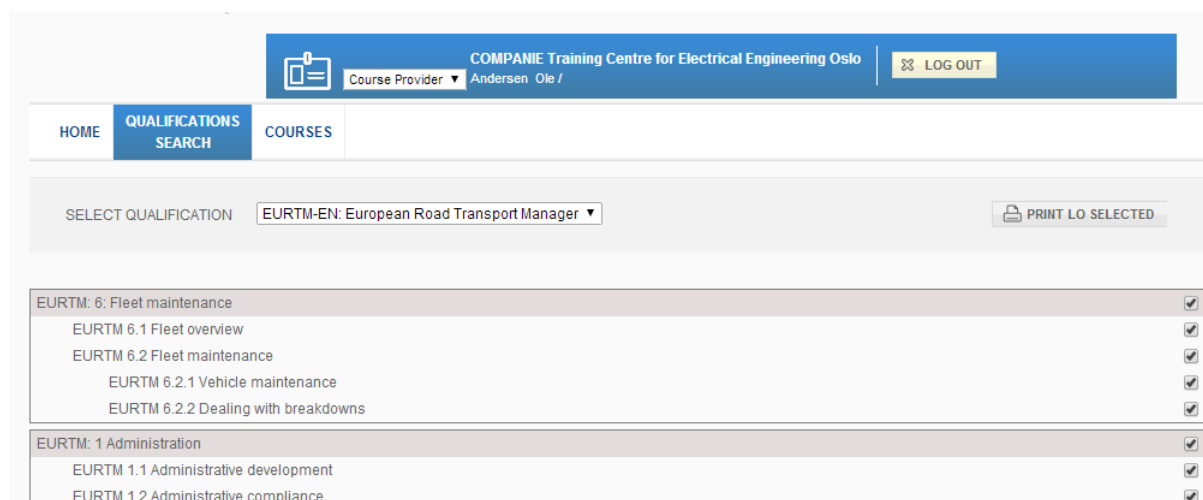
- If you are given access by having several roles into the system, you will be asked to choose your connection at this stage. It is possible to have three roles at the same time in Skillsbank: competent body, institution and course provider. For more information I recommend you to watch our introduction material.

42. How to change language and the login details of the organisation



- Home screen:
- On the home screen along the top, you see the main functions of Skillsbank displayed. There is an option to change the language of your preference of the interface in the top right hand corner.
- If you click on your organisations name beside the log out button, you have the option to update your personal details as well as changing your access password. When you log in for the first time, make sure the information about your organisation and the organisation specifications in the drop down menus are correct.
- Furthermore, you have the option to add new contact persons by clicking the 'add contact person,' and fill in the information of the new contact person and click save. You can use the pencil icon to look and edit the information of a contact person. Use the X icon to delete persons, however make sure there is always a contact person with login details in the system, otherwise you have blocked yourself out of Skillsbank. Furthermore, in the case of more than one contact person, keep in mind that all of them have the same rights in the system. Click 'save and close' to save your updates.
- In case you have several roles in Skillsbank, you can navigate between the roles by selecting the wanted role in the dropdown menu beside your name.

43. How to get an overview of the qualifications units in Skillsbank



- Qualification search screen:

- o The qualifications search tab gives you the option to get an overview of the content of the qualification of your interest. Tick the dropdown menu and click on the wanted qualification. Then you will get a complete list of all the units in the qualification. Furthermore there is an option to print the whole content by clicking on the 'print LO selected' button. All the learning outcomes that are ticked off will be printed.

44. How to register courses you are offering into Skillsbank

➤ Courses screen:

- o The courses tab gives you as course provider the option to add courses that you are offering into Skillsbank. The courses are linked to a particular qualification, so that users of the database can get an overview of courses that are offered.
- o To add courses click the 'add new courses' button and fill in all the information required about the courses you are offering. Keep in mind you have to link the course to a qualification. Then click 'save and next page' to specify the modules of the course. You have to fill in all the required fields in order to continue.

The screenshot shows the 'COURSES' screen in the Skillsbank system. The top navigation bar includes 'HOME', 'QUALIFICATIONS SEARCH', and 'COURSES'. Below this is a 'BACK' button. The main content area has two tabs: 'COURSE' and 'MODULES'. The 'COURSE' tab is active and contains the following fields: 'CODE', 'TITLE', 'DATE START' (with a calendar icon), 'DATE STOP' (with a calendar icon), 'DESCRIPTION', and a large 'Title' text area. At the bottom of the form is a 'QUALIFICATION' dropdown menu. A 'SAVE AND NEXT PAGE' button is located at the bottom right of the form.

- o On the next page, click the 'add new modules' button, fill in the required fields, as well as linking the module to a relevant learning outcome. The latter you do by selecting the relevant learning outcome in the LO menu. Click 'add' to save the module, and 'cancel' if you have changed your mind. Use the 'save and previous page' and 'save and next page' buttons to navigate within the course.

